

## **Minutes of October 9 and 10, 2003 Health and Human Services**

Supervisor Herro called the meeting to order at 8:35 a.m.

**Present:** Supervisors Ken Herro (chair), Mareth Kipp, Carl Seitz, Alicia Silva, Paul Pronold, Sandi Wolff. **Absent:** Jim Jeskewitz. Supervisor Seitz arrived at 8:50 a.m. Supervisor Wolff arrived at 8:55 a.m. Supervisor Seitz left the meeting at 4:20 p.m.

**Also Present:** Veterans' Services Director John Margowski, Budget Manager Keith Swartz, Senior Financial Analyst Clara Daniels, Deputy Director of Health and Human Services Ernie Messinger, County Clerk Kathy Nickolaus, Director of Health and Human Services Peter Schuler, Intake and Support Services Manager Dan Maurer, Child and Family Services Manager Jesus Mireles, Adolescent and Family Services Manager Pat Voss, Long Term Care Manager Jack Bodien, Administrative Services Manager Russ Kutz, Chief of Staff Lee Esler, Office Services Coordinator Windy Jicha, CJCC Coordinator Shelly Cyrulic, Senior Budget Analyst Andy Thelke, Supervisor Bill Mitchell, Senior Services Director Cathy Bellovary, Senior Financial Analyst Clara Daniels, Senior Analyst Steve Krafcheck, Clinical Services Manager Mike DeMares, Public Health Manager Nancy Healy-Haney, Supervisor Hank Carlson.

### **Approve the Minutes of September 11, 2003**

**MOTION:** Kipp moved, Silva second, to approve the minutes of September 11, 2003. **Motion carried:** 4-0.

### **Discuss and Consider the 2004 Operating Budget for the Veterans' Services Department**

Swartz discussed the issue of indigent veterans burial costs. He met with Health and Human Services staff to discuss the number of veterans who sought assistance with burials during the last five years. He discovered they had approximately 41 indigent veterans burials over the last five years. They will need to draft an amendment that addresses eight veterans and two veteran's spouse burials per year. The total cost would be \$450 per burial or \$4,500. This money for this expense would be put in Veteran Services General fund account. They don't have any statutory requirement to provide indigent burials.

Supervisor Seitz arrived at 8:50 a.m.

Margowski said the burial issues will increase operating expense \$4,500 to fund estimated costs of Veteran indigent burials and related headstone placement costs previously funded with all indigent burial costs in the Health and Human Services budget to comply with state statutes s45.16 and s45.18 by shifting \$1,000 from the Veteran's Commission operating expenses and increasing tax levy by \$3,500. Margowski said the federal government would pay for burial benefits first. The county will have to pay \$300 for the burial and \$150 for the placement of the headstone. He will see that a government headstone is ordered for the veteran but not the spouse. The funeral homes will have to pick up the some of these costs.

Swartz said Margowski would go through the normal procedures for requesting a payment and then the County Clerk's office would approve the payment by the Treasurer's office.

Supervisor Wolff arrived at 8:55 a.m.

The committee came to consensus to support this amendment to the Veterans' Service Budget.

Margowski discussed the Veterans' Services Department budget including: mission, financial summary, position summary, objectives and achievements. Revenues for the 2004 budget before the indigent veterans burial amendment is included are \$243,704 while expenditures without the inclusion of indigent

veterans burials total \$13,000. The 2004 tax levy without the inclusion of indigent veterans burials is \$230,704 which is an increase of \$10,940 or 4.98%. Increases in the budget for Interdepartmental charges are due to the increase in the End User Technology Fund. Additional tax levy funding is provided to this budget for the increase over the 2003 base budget cost. Margowski said there are no major changes to his budget in 2004. He reviewed the programs found in this department are Veterans' Information Assistance and Veterans' Service Commission. This budget will also include an amendment for the burial of indigent veterans as previously discussed.

Margowski has requested that indigent veterans' burial funds not be placed in the Veteran's Service Commission program funds because any use of the funds would need to be approved by the commission. In 2003, the commission is estimated to meet twice while in 2004 the department estimates the commission will get together four times during the year. The commission would need to meet more frequently.

Herro asked if Margowski would object if \$1,000 could be taken from the Operating Expenses of the Veteran's Service Commission? Margowski said he would not object. Swartz said he wouldn't take issue with moving the money within this budget. Herro said we would just be moving the money around within the budget.

**MOTION:** Kipp moved, Pronold second, to tentatively approve the Veterans' Services Department 2004 Operating budget with the budget amendment of \$4,500 for indigent veterans burial of which \$1,000 will be taken from the Operating Expenses of the Veteran's Service Commission. **Motion carried:** 6-0.

#### **Future Agenda Items**

Discuss Intervention Program for Operating After Revocations and Worthless Check Offenses

#### **Introduction to the 2004 Operating Budget for the Department of Health and Human Services (HHS)**

Cyrulik presented the 2004 Operating Budget for the Criminal Justice Collaborating Council (CJCC). This budget is found in the Department of Health and Human Services. She distributed the CJCC Monthly Activity Report for October 2003. Schuler started by reviewing the objectives of CJCC as found on page 143 of the 2004 Budget Book. He said the mission of the CJCC is to enhance public safety and the effective and efficient administration of the criminal justice system through community collaboration by ensuring offender accountability and providing rehabilitation services, while recognizing the rights and needs of victims.

Kipp said she would like to amend the objective seven on page 144. She would like to omit the words "drug treatment court" and substitute the wording "substance abuse treatment courts." Schuler said they could make the changes.

Schuler reviewed the CJCC budget as found on pages 161 and 162. He said for every 24 hours a participant in the Community Support Program was placed in a community service position, one Huber jail day is taken off their sentence. Operating expenses include contracted pretrial screening services which are budgeted at \$90,200. This is unchanged from 2003 budgeted levels. Operating expenses include \$72,800 for coordinator and criminal justice consulting services as well as funding for strategic planning, training and office related expenses. Operating costs also include \$44,000 for the Community Transition Program (CTP) an increase of \$34,800 from 2003 budgeted levels.

He said no county positions are budgeted for CJCC activities. Kipp said she would like to add a footnote in this budget stating that there are people working in this area and where the funds come from. Thelke said he would work with Kipp to develop this footnote. Personnel costs related to case management

continue to be budgeted within the Mental Health Outpatient program budget. Contracted Community Support (CSP) programming increases \$3,575 to \$35,400 and provides an increase of coordinator hours from 24 to 29 hours per week. This is a collaborative program funded through general government revenues of \$17,700, an increase of \$1,788, from the Wisconsin Department of Corrections. \$17,700 is county tax levy. Operating costs also include \$50,000 for contract services for future program implementation.

Herro said he wants the performances measures to be very clear. Schuler said the CJCC should report to the Health and Human Services Committee quarterly to give updates on the group's progress.

**MOTION:** Wolff moved, Seitz second, to tentatively approve the 2004 operating budget of the Criminal Justice Collaborating Counsel. **Motion carried:** 6-0.

Schuler presented the Department of Health and Human Service budget introduction. He reviewed pages four and five of the 2004 budget book and the tough budget choices that had to be made when developing budgets by all departments. All budgets in the department have Contract increases which are a large proportion of the budget plus the cost to continue which includes the increase in personnel costs. He distributed and reviewed the 2004 budget recommendations. This budget contains significant growth of 5.06% of tax levy. This increase includes \$100,000 of funding for the Criminal Justice Collaborating Council that was not previously in this budget. Other increases in the 2004 budget are from the increased costs of medical services, pharmaceuticals and the cost to continue personnel costs. Contributions from the state for state mandated programs have not increased yet the cost to run the programs has continued to increase. The total number of FTE positions in the department continues to decline.

The Health and Human Services budget reflects the 2003 elimination of the BASIC (Basic Assistance and Services for Individuals in Crisis) Medical Program. The 2004 budget continues to provide non-medical payments. This elimination of medical service is in response to continued cost escalation and dwindling state financial support for the program.

Client medication costs increase \$52,300 or 10% reflecting escalating costs and additional medication usage to stabilize clients living in the community. In 2004 the department will also implement a \$15 co-payment per prescription. The co-payment will be retained by the pharmacy, essentially reducing the cost per prescription by \$15 resulting in an estimated decrease in county cost of \$70,000.

### **Discuss and Consider the 2004 Operating Budgets for the Intake and Support Services Division in the Department of Health and Human Services**

Maurer presented the 2004 operating budget for the Intake and Shared Services Program. He began by reviewing the achievements from July 1, 2002 to June 30, 2003 as found on page 144 of the budget book. He then outlined the division objectives as found on page 142 of the budget book. The committee discussed at length objective one regarding planning for the elimination of county staff at the Workforce Development Center in 2005. Maurer reviewed the Intake and Support Shared Services program including the program description, performance measures, positions summary, financial summary, program highlights and activities. Operating expenses for the Intake and Shared Services program decrease primarily reflects a \$192,300 decrease in childcare initiative funded through the State of Wisconsin Community Care Initiatives Grant dollars and also decreased crisis respite child care costs of \$25,000, partially offset by provider contract increases which generally ranged from 0-3%. Personnel costs for this program reflect general wage and health insurance increases.

Maurer reviewed the Economic Services Administration and Support program including the program description, performance measures, positions summary, financial summary, program highlights and activities. Maurer distributed and briefly reviewed a handout titled Workforce Development Center

Caseload. Total revenues for 2004 in this program are \$3,162,895 while total revenues are \$3,218,324. There is a negative tax levy for this program in 2004 of -\$55,429. The increase in Personnel Costs reflects general wage and health insurance increases and the redistribution of various agency support staff previously charged to this account. Operating expenses decrease reflect a reduction of the Wisconsin Home Energy Assistance Program of \$20,000, various reductions of \$570,000 (\$330,000 of which was levy) related to the elimination of the BASIC medical program and discontinued reimbursement to funeral providers for decreased indigent adults of \$30,000.

Maurer said the county is staying at the Workforce Development Center through 2004 because that is when the ten-year contract expires. Operating expenses also include projected 2004 costs of \$90,000 related to moving Workforce Development Center based Economic Support Staff back to the Human Services Center effective January 1, 2005. There are many costs that used to be picked up by ACS that they can no longer afford such as clerical and postage. Operational expenses connected with the Workforce Development Center include: contracted clerical and pre-screener services (\$73,000), rent (\$30,158) and supplies and equipment (\$37,000). Some of the shared costs at the Workforce Development Center include: reception staff, meeting rooms, marketing staff, etc.

**MOTION:** Silva moved, Pronold second, to tentatively approve the 2004 Operating Budgets for the Intake and Support Services Division in the Department of Health and Human Services. **Motion carried:** 6-0.

#### **Discuss and Consider the 2004 Operating Budgets for the Child and Family Services Division in the Department of Health and Human Services**

Mireles began the discussion on the Child and Family Services Division by reviewing the objectives on page 143 and the achievements on page 144 of the 2004 budget book. He then reviewed the Birth to Three Program 2004 operating budget including program description, performance measures, program highlights and activities. Total expenditures for this program in 2004 increased \$16,659 to \$778,000 while revenues remained unchanged at \$602,676. The tax levy for this program is \$175,324 which is an increase of \$16,659. The 2004 budget continues the transition to providing services in natural environments including providing training to Birth to Three staff, developing Interventionist Teams and providing speech therapy using the parent trainer and providing the Hanen Model.

Mireles reviewed the Child and Family Services Program including program description, performance measures, financial summary, highlights and activities. Mireles said personnel costs increase \$80,942 associated with the creation of a 1.0 FTE Human Services Supervisor position. The increased position costs are mostly offset through the abolishment of 1.00 FTE Social Worker Position previously budgeted in 2003 within the Juvenile Court Program. The position change results in a net expenditure increase of \$19,435. The social worker position is abolished and a supervisor position created to respond to the increase in the supervisory monitoring required and to supervise a child protection unit. Mireles distributed and reviewed the New Position Request Form for the Human Services Supervisor. The current supervisor works in excess of ten weeks of overtime per year. The need for additional supervisory staff is also related to the institution of the Wisconsin Model which will improve the child welfare program in Wisconsin, reduce risk management and improve the safety of children. This new model changes the total workload and workflow and requires additional checks and balances by supervisory staff.

Mireles reviewed the Parent Services Alternate Care program as outlined in the 2004 budget book including program description, performance measures, positions summary, financial summary, highlights and activities. In 2004, budgetary numbers are based on having 130 children in foster care, 20 children in group homes, 46 children in residential care centers and 13 terminations of parental rights. Eighty-five to one hundred percent of children in alternate care were court-ordered placements. Total 2004 expenditures

are \$5,024,932 and revenues are \$1,444,805. The tax levy for this program in 2004 is \$3,580,127 which is an increase of \$78,378.

Russ Kuntz said Mireles has been researching an additional source of funding for alternate care placements. Mireles said he has found a federal program that passes money through the state that will reimburse legal services for this population. He estimates \$26,000 for the reimbursement of legal fees in 2004. Kuntz said Corporation Council staff helped him come up with this estimate.

Kuntz would like the budget amended to increase expenses and revenues by \$26,000 in this program and in Corporation Counsel to accept these funds. Messinger said this has to be the expansion of staff services.

Kipp said that she couldn't support the addition of one FTE for the Child and Family Services Program. Many supervisors in the Health and Human Services Department supervise many more employees than this. It is a lot of money to spend on this position for the supervision of such a small staff.

**MOTION:** Pronold moved, Seitz second, to tentatively approve the 2004 Operating Budgets for the Child and Family Services Division in the Department of Health and Human Services including the \$26,000 amendment to the budget and the addition of one FTE in the Child and Family Services Program.

**Motion carried:** 5-1 (Kipp voted no).

### **Discuss and Consider the 2004 Operating Budgets for the Adolescent and Family Services Division in the Department of Health and Human Services**

Voss reviewed the objectives and achievements of the Adolescent and Family Services Division. Next he reviewed the Adolescent and Family Services program including: program description, performance measures, financial summary, positions summary, highlights and activities. The 2004 expenditures for this program are \$1,518,208 and the revenues are \$646,684. The total 2004 tax levy is \$871,524 which is an increase of \$59,389. This program employs 19.56 FTE positions. The increase of personnel costs reflects general wage and health insurance increases.

Voss explained the Juvenile Court Services program 2004 operating budget including program description, performance measures, staffing, financial summary, highlights and activities. Staffing in this program was reduced from 20.51 to 19.51 due to the abolishment of one position. This position abolishment provides base funding for the creation of a Human Services Supervisor position within the Child and Family Services Division in response to increased workload demand in that area. In 2004, this program will serve 500 juveniles. The 2004 average daily population of juveniles in state correctional institutions is 4.4 which will cost Waukesha County \$277,396.

Voss reviewed the Juvenile Center program 2004 operating budget. This program is 100% compliant with licensing codes. The program provides 24-hour care and supervision to delinquent and status offender juveniles who are court-ordered to be held in detention at the Juvenile Center. In 2004, there are no changes to staffing. Voss then went over the financial summary, highlights and activities. General government revenue decreases reflect lower federal funding for meal expenses. Charges for services increase \$11,625 due to an increase of \$25,000 in client fees which result from the increase in child care days partially offset by a \$13,375 decrease in out-of-county placement revenues.

Esler asked why the "Other County Placements Number of Child Care Days" has reduced? Voss said he doesn't know why the number has gone down. No additional facilities have been opened in the area.

**MOTION:** Wolff moved, Silva second, to tentatively approve the 2004 Operating Budgets for the Adolescent and Family Services Division in the Department of Health and Human Services. **Motion carried:** 6-0.

**Discuss and Consider the 2004 Operating Budgets for the Long Term Care Division in the Department of Health and Human Services**

Bodien began by discussing the “roll-up” of the 2004 operating budget for the Long Term Care Division as found on page 163 of the budget book. The Long-Term Care Fund provides county administration of human services programs funded by county, state and federal dollars. Major sources of revenue include: county funds, Social Security/Supplemental Security Income, Community Options Program (COP) funds and Community Integration Program (CIP) funds (Wisconsin Medical Assistance Waiver Programs). This fund has total expenditures in 2004 of \$31,207,896, revenues of \$29,408,135 and tax levy of \$1,799,761. The estimate of 2003 expenditures for this division exceeds the 2003 adopted budget. Bodien said his staff is putting together an ordinance to handle this overage.

The committee had no questions on the division achievements. Bodien reviewed the 2004 objectives with the committee.

Bodien reviewed the Adult Protective Services/Community Care Program. This program provides cost effective service intervention for vulnerable adults to ensure their safety and well being, protects them from exploitation and harm, and preserves their maximum level of personal independence. This program also administers the Alzheimer’s Families Caregiver Support Program. Some people in this program are court-ordered or mandated. Bodien reviewed the performance measures, staffing, highlights, financial summary and activities. This program serves approximately 400-500 clients.

Bodien reviewed the Developmental Disabilities Services Program including program description, performance measures, staffing, financial summary, highlights and activities. This program serves adults and children. Expenditures in this program area are funded through a combination of Medical Assistance, Community Aids and tax levy. In 2004 total expenditures for this program are \$11,499,498 and revenues are \$ 9,692,948. The 2004 tax levy is \$1,806,550 which is a reduction of \$124,714.

Supervisor Seitz left the meeting at 4:20 p.m.

Esler said the account group for CIP Services for 2004 is approximately \$21.7 million and in 2003 was about \$19.8 million. This is about a 9.5% increase, but days of service are increasing in various categories in a range of 8% to 14% to 21%. How is the percentage increase in cost of service less than the percentage of provision of service? Bodien responded that providers are being held to less than 3% increases which are rare in an area which has a heavy health care element.

Herro asked why there are so many definitions/types of CIP/COP? Bodien said the program is funded by 17 sources. Herro asked why we use the word “waiver?” Bodien said the Title XIX program is an eligibility card for institutionalized service, which can be “waived” when service is provided by the community.

**MOTION:** Wolff moved, Kipp second, to tentatively approve the 2004 Operating Budgets for the Long Term Care Division in the Department of Health and Human Services. **Motion carried:** 5-0.

The committee adjourned the meeting to October 10, 2003.  
The committee re-convened at 8:30 a.m. on October 10, 2003.

### **Discuss and Consider the 2004 Operating Budget for the Department of Senior Services**

Bellovary said in the Senior Services 2004 operating budget, they are just trying to maintain. She covered the following areas: mission, financial summary, position summary (FTE), departmental objectives and major departmental strategic achievements. Total expenditures for the 2004 general fund are \$2,192,433 and total revenues are \$974,081 for a tax levy increase of \$28,002 or 2.4%.

Bellovary said her department is the only Senior Services Department that puts their resources on their Website. She said they are getting hits from all over the United States. Many organizations are using the County Senior Services Website as a resources link. They are also getting kudos for their Caregiver Resource Library. They will continue to work to produce and distribute information accessible to Spanish speaking older adults and their caregivers.

The Information and Assistance Division is the entry point for accessing services for older people, providing relevant information and assistance and filing reports of elder abuse and neglect. In 2004, they are projecting an average of 49.2 calls per day from people requesting information and assistance. For the entire year, they are anticipating 12,416 information and assistance telephone calls which includes 10,121 calls on the Senior Line and 2,295 from other Information and Assistance calls. They now have a separate office to handle these phone calls which offers privacy and meets HIPPA requirements. Phone calls average 32 minutes in length.

The Case Management Program provides needs assessments and case management through a combination of telephone assistance and home visits. In 2004, the program strives to stabilize and enhance independence 75% of cases. They have begun to use SAMS (Social Assistance Management Software) case management software. In 2004, operating expenses increase \$12,250 primarily due to annual subscription fees for the SAMS software. With the number of caregivers and frail elderly steadily increasing, 2004 case management services are projected to increase by five percent above 2003 estimated levels. To comply with funding source definitions, in 2002 and 2003, the department began designating less complex information and referral requests as assistance rather than case management, resulting in a slight drop in case management units of service in 2002 and 2003 (versus 2000 and 2001 actual).

Bellovary next reviewed the Benefit Specialist Program. The Benefit Specialist Program provides assistance to older adults in areas related to income maintenance, housing, surrogate decision making, consumer/financial issues, elder rights, legal and benefit problems, health care financing and reverse mortgage counseling. The department continues to provide benefit specialist services and assistance for the county's older adult population with one benefit specialist staff. Except for emergency crisis situations, the wait time for services is normally three to four weeks. They don't get many calls in this program from Spanish-speaking persons. This worries Bellovary because she does not know where Spanish-speaking older adults are going for this type of support.

In 2004, the Community Services Program anticipates 1,310 volunteers working 39,438 hours through the Community Services Program. The value of the hours totals \$276,060 which is based on Waukesha County pay ranges for unclassified positions at \$6.98 per hour in 2004 and semi-skilled positions at \$9.07 per hour in 2004. They are anticipating servicing 692 people through purchased community services. Increases in Older Americans Act funding totaling \$34,417 will allow service to 72 additional elderly people in 2004, an increase of 11.6% from 2003.

Supervisor Seitz arrived at 9:10 a.m.

The Transportation Services Program contracts for accessible specialized transportation services for older people and individuals with disabilities. In 2004, the average cost per one-way trip, shared fare taxi

program (one-day trip cost) is \$4.05 which is an increase of \$0.37. The net average cost per one-way trip (after client fees are applied), RideLine program (one-way trip cost) is \$22.50 which is an increase of \$1.17. The total number of specialized transportation one-way trips is estimated to decrease by 938 trips or 1.2% from the 2003 budgeted level, but will increase by 1,792 one-way trips or 2.3% from the 2003 estimated level. Increase of 4% in the gross unit rates for both RideLine contract and Shared-Fare Taxi costs are the primary reasons for higher operating expenses.

Esler asked what is the fare share amount? Krafchek said the minimum a passenger would pay is \$3.25 per ride. The maximum cost Waukesha County looks at is \$9.00 with \$3.25 paid for by the passenger. Waukesha County pays \$5.75 maximum per ride with the passenger responsible for the difference.

#### **FUTURE AGENDA ITEM**

- Visit an Adult Day Care

The Administrative Services program is responsible for coordinating and providing efficient administrative/clerical support. Administrative staffing levels remain unchanged from the 2003 budget. Additional personnel costs are due to scheduled step/merit increases and cost increases of benefits. This program contains 2.65 FTE positions which is staffed by eight people. The General Government Revenue increases of \$6,871 comes from Older Americans Act Title IIIB Support Services funding.

Bellovary then reviewed the Nutrition Fund including the fund purposes, financial summary, position summary, objectives and achievements. She began by going through the Home-Delivered Meals Program. This program provides meals to frail and homebound people age 60 and older who are unable to prepare their own meals. Further nutritional support is provided to high-risk recipients through nutrition education, including home visits and individualized nutritional counseling. Frequently, home-delivered meals are the last thing that will keep an older adult in their homes. Many times the driver is the only person the older person will see through the day. In 2004, the gross cost per meal is \$7.16 while the average client donation per meal is \$1.95 for a net cost per meal of \$5.21.

Bellovary said she is asking the committee to approve the reclassification conversion of seven site manager positions from seasonal to regular part time classification beginning in 2004. These positions are found in the Congregate Nutrition Program. She said some of these workers have been working in these positions for 18 years and these people deserve to get paid sick, holiday and vacation days. They were able to use grant funding to provide these additional benefits. She believes that this change will help retain nutrition site managers and reduce the need and costs of training. The Personnel Committee approved the reclassification of these positions.

Esler asked if there would be any liability or back pay issues that would come up due to this reclassification. Krafcheck said no there should not be any of these issues. This change will occur for 13 of the seven nutrition managers. Only those managers who work 20 hours per week were eligible for the reclassification.

**MOTION:** Kipp moved, Silva second to tentatively approve the 2004 Operating Budget for the Department of Senior Services. **Motion carried:** 6-0.

#### **Chair Comments**

Herro explained the 2004 retirees health insurance costs from a handout distributed at the Executive Committee on September 29. He said Waukesha County offers a retiree health insurance plan to its employees. The premium rates for this plan are developed independent of the active employee Point-of-Service health plan. Retirees are responsible for paying the full premium costs. Despite the county's attempts to establish a self-sustaining premium structure for the retire plan, it continues to operate at a



loss. For 2004 the County's consulting actuary recommended a 15.5% premium for increase for the active plan and a 51.9% premium increase for the retiree plan.

At the Executive Committee meeting, Cummings reported that he believes that passing a 51.9% premium increase onto the retirees would jeopardize their ability to continue participation in the plan. As an alternative, the consulting actuary recommended a 19.8% blended rate increase for both the active plan and the retiree plan. However, the 2004 budget was initially developed with a 14% increase for the active plan based on our consulting actuary's September 2002 projection. Changes were subsequently made to the departmental budgets to increase the funding of the active plan to 16%, because a 19.8% increase was not attainable by the time the actuary's final report was completed. The 2004 retiree plan rates will also be increased by 16%. This increase will create a revenue shortfall that will be supported by a one-time transfer of \$580,000 from fund balance to the Point-of-Service health plan reserves. In 2003, the projected retiree premium revenue will be approximately \$1,500,000. In 2004, 16% premium increase will generate retiree premiums of \$1,741,000. Director Cummings reported to the Executive Committee that in an effort to remove the county from this ongoing cycle of subsidizing the retiree plan, the Department of Administration will conduct a comprehensive study next year to evaluate alternative health plan designs with the intent to provide catastrophic health care protection to retirees at an affordable cost and to eliminate or substantially reduce the County's financial subsidy.

#### **Discuss and Consider 2004 Operating Budgets for the Department of Health & Human Services: Clinical Services Division**

DeMares was present to discuss the Clinical Services Division 2004 operating budget as outlined in the budget book. He started his presentation by reviewing the division's 2004 objectives as outline on pages 142 and 143 of the budget book. Next he reviewed the Mental Health Outpatient and Support Services including program description, performance measures, staffing, financial summary, highlights and activities. In 2004, they will try to have 60% of overall patient participation in outside meaningful activity in the community support program. Operating expenses have increased significantly due to increases in the costs of drugs and pharmaceuticals, medical services and the need to have a budget for overflow for the first time.

DeMares said Mental Health Outpatient contractual expenditures increase \$60,306, which includes first time budgeting of \$45,000 to provide local hospitalization and medical support as an alternative to using State Mental Health Institutes on occasions when the Mental Health center is full. The department includes approximately 75-100 days of care associated with overflow. This initiative is expected to reduce the number of placements at the state institutes and related expenses such as Sheriff conveyance costs.

Thelke reviewed a handout that outlined a breakout of the Mental Health Outpatient and Support Services. Total expenses for Mental Health Outpatient and Support Services increase \$496,140 or 6.52% and reflect continued rapid increases in medication costs and contractual services for residential placements and community services. Revenue increase \$277,817 or 12.01% resulting in a \$218,323 or 4.12% increase in levy. In the handout, to provide additional detail on the budget the Mental Health Outpatient budget is divided into four functions service provision areas. These areas are Community Support Program, Residential Services, Day Treatment Program and Outpatient Clinic. The goals of these functional areas are to manager clients in the least restrictive manner for the client and the most cost effective manner for the county. It is important to note that clients are likely to receive service from more than one of these programs as well as inpatient services as they interact with the mental health systems. DeMares reviewed each of these areas separately.

Herro asked why salaries are increasing at a rate of 3.45%? Thelke said there are many employees in this area that are moving up the step progressions for their positions. This is driving the salary costs up. Esler said salary accounts for 25% of the 3.45% personnel costs increase but benefit costs have increased 75%

(of the 3.45% increase) which is comprised of a 20% increase in the county's contribution to WRS and a 55% increase in the county's contribution to health insurance premiums.

Silva asked what is the staff to supervisor ratio for this department? Schuler said across the board he would guess it would be nine to ten employees to one supervisor. These supervisors have more job duties in addition to employee supervision. He said he would need to make a chart of some sort to give Silva the actual number of employees versus supervisors. Schuler said different divisions within the Health and Human Services Department have different staffing ratios depending on the job duties they perform. DeMares said there are 3.8 supervisors and 40 staff members in the Mental Health Outpatient and Support Services program. This program is the most prescriptive in the HHS Department. There are many rules regarding the number of staff versus patient ratio.

Schuler said one policy issue that limits the Developmental Disabled and Mental Health areas is the use of COP dollars. The COP program is designed to help disabled people, either elderly or young, stay in their homes. Over the years the state has ejected these people from nursing homes. COP needs to change. The highest proportion goes to the elderly and that directly influences levy.

DeMares said the Alcohol and Other Drug Abuse (AODA) Outpatient Clinic and Support Services operating expenses include inflationary increases for residential contracts (3%), increased halfway house days of \$50,000 (749 additional days) and \$35,000 for a locked dual diagnosis program to reduce institute placements.

DeMares reviewed the Mental Health Center Fund which includes Hospital Inpatient Service Program. The major highlight of the center is the creation of the Registered Nurse position. Registered Nurses are the hardest commodities to get. Pool nurses are very expensive. It makes sense to create the position because it will be more effective, cost effective and better for the patients. This position will be developed as two 0.50 FTE regular part time positions and funded through the reduction of 1.12 FTE extra help Registered Nurse positions. This is based on current census reports that have been very high. Personnel costs also reflect the transfer of a 0.50 FTE Account Clerk II to the Human Services Fund to facilitate administrative cost reporting.

Major base operating expenses in this program increases include: medication expenses, medical services, food service and transportation. Operating expenses also include \$24,953 in one-time expenses necessary to retrofit patient rooms with safer hardware and fixtures as recommended by state engineering staff.

#### **Future Agenda Item**

- People Link and other systems update

**MOTION:** Seitz moved, Pronold second, to tentatively approve the 2004 Operating Budget for the Clinical Services Division. **Motion carried:** 6-0.

#### **Discuss and Consider 2004 Operating Budgets for the Department of Health & Human Services: Public Health Division**

Healy-Haney was present to discuss the Public Health Division 2004 operating budget as outlined in the budget book. Total expenditures for 2004 are \$3,016,774 and total revenues are \$994,934 for a tax levy increase of \$33,577 or 1.7%. She reviewed the 2004 departmental objectives.

Healy-Haney reviewed the Administration Program including program description, performance measures, staffing, financial summary, highlights and activities. In 2004, the program will increase the number of multiple communication systems in place to ensure timely response to Public Health threats including bioterrorism. The systems will include the use of telephones, fax, Email, telecommunication

device for the deaf (TDD), language line, Fax Blast, radios and Blackberry units. Personnel costs reflect general wage and employee benefit cost increases mainly offset by the transfer of \$7,500 for 0.20 FTE Public Health Technician to the Child Health Program and a \$2,181 transfer of 0.06 FTE Public Health Technician to Communicable Disease and a \$1,200 or 0.03 FTE decrease in overtime. Operating expenses and Interdepartmental charges are reduced due to a \$24,269 reduction of the Prevention Grant funding which is reflected in the General Government revenues. There are funds in this budget to cover the costs of on-call translators to be used as needed.

Healy-Haney next reviewed the Child Health Program 2004 operating budget. She read the program description and reviewed the performance measures found on page 177. This program has 4.65 FTE positions which is an increase of 0.20 from the prior year. The personnel costs reflect general wage and employee benefit cost increase and the transfer of \$7,500 for a 0.20 FTE Public Health Technician from the Administration Division as a result of redirecting program emphasis due to grant funding changes.

The Women, Infant and Children Nutrition (WIC) federally funded program provides nutrition assessments for prenatal and postpartum lactating mothers, infants under one year and children through five years of age. Nutrition recommendations are offered with corresponding vouchers specifically outlining food purchases that will remedy nutritional deficits. Operating expenses decrease primarily due to a reduction in two off site WIC Program satellite sites. General government revenue reflects an increase in the 2004 WIC grant funding allocation. From July 1, 2002 to June 30, 2003, WIC food vouchers supplemented Waukesha County commercial food vendors by \$1,435,689 and local Waukesha County produce farmers by \$30,000.

The Public Health Division provided annual health screenings to the Waukesha County Mental Health Center Day Treatment and Community Outreach patients. Seventy-one patients were screened. Thirty-eight patients with medical problems were identified. All 38 patients received medical treatment. Early medical treatment reduces psychiatric relapses. The new psychotropic medicines can cause significant weight gains. Schuler said this can cause significant savings for the Mental Health Center because we are responsible for the total health of the population.

Healy-Haney said this program is very important to all citizens due to the fact that residents of Waukesha County are fat. In the next ten years, we will continue to see more and more health issues due to the obesity in our state.

Healy-Haney said the Communicable Disease Control Program covers the following health issues: communicable diseases, food-borne outbreaks, OSHA standards and blood borne pathogens, Hepatitis B and C in the county. She read through the 2004 operating budget in this program as outlined in the budget book. They have a difficult time filling all of the nursing positions due to the shortage of registered nurses. General government revenue is decreasing by \$12,966 due to the discontinuation of the Supplemental Immunization Grant. Charges for services revenue is budgeted to increase based on an increase in the number of influenza immunizations and a \$2 or 11% fee increase.

She said GE Medical has many employees that travel to Asian countries. She would like to put on some informational seminars at the employer to teach employees how to avoid SARS, what symptoms to look for, how to work with local officials, etc. She said they need an epidemiologist is needed to track fast track diseases such as SARS that may continue to spread. There is nothing to prevent SARS which causes atypical pneumonia. Very few of her staff members have had training on contagious diseases. Health care workers are the greatest at risk.

Healy-Haney reviewed the Sexually Transmitted Disease Program including program description, performance measures, staffing, financial summary, highlights and activities. They are going to expand

the activities in 2004. In 2004 they will offer more classes and screenings for sexually transmitted diseases. This is a cost to continue budget.

The last program in this budget is the Community Health and Disease Surveillance. This program is responsible for the monitoring of the incidence and prevalence rates of emerging countywide public health problems, preventable chronic diseases, communicable diseases and environmental disease related issues. This program provides statistical research, analysis and evaluation to the county health report card and carries out community requested studies of diseases impacting a specific locale.

Healy-Haney said they are requesting to abolish a Programs and Projects Analyst and create an Epidemiologist. By having a position termed epidemiologist, the county will be able to retain and secure an Epidemiologist. The county has an employee who is qualified for the position of Epidemiologist. This position is a new position that has a different job description and job skills than the Programs and Projects Analyst position. The county will need this position for future issues. Schuler also explained the need for this position. The money is in the budget and the consortium for this position. This position is spread out all over the Division's budget.

Esler said there should be an explanation of expenses in the Community Health and Disease Surveillance Program budget found on page 186. Schuler said they would add an explanation of expenses.

**MOTION:** Kipp moved, Wolff second, to tentatively approve the 2004 Operating Budget for the Public Health Division. **Motion carried:** 6-0.

### **Discuss and Consider the 2004 Operating Budgets for the Administrative Services Division in the Department of Health and Human Services**

Schuler said this Division actually covers the department as a whole. This division handles the majority of the business dealings for the entire department. Kutz began by outlining the divisional objectives found on page 142 of the budget book. Messinger said with the innovation of HIPPA, they need to make some changes to the facility in order to be HIPPA compliant. Messinger gave a quick update on SACWIS. The county received a letter from the state last week notifying the county that we will not be able to go ahead with a future, capital plan to integrate with the SACWIS system instead of hooking up to it.

Kutz had the committee turn to the Capital Projects section of the budget book. SACWIS is found in small pieces in several capital projects. He then reviewed the Administrative Services 2004 Operating Budget found on page 147 of the budget book. In 2003 the State of Wisconsin began a new time allocation system, the Random Moment Time Study, to document staff effort. The results are used to more accurately allocate administration and overhead costs to federal, state and local programs. Staff members performing administrative functions are to be assigned 100% to a cost center and not be split. As a result of this new program, personnel costs reflect the transfer of staff to fulfill this requirement. General Government revenues increase \$100,000 from the results of a new funding source called Community-Based Medical Assistance Claim (CBMAC) that enables community based providers to recover federal funds for Medicaid Administrative activities performed by agency staff based on the results of the Random Moment Time Study and a decrease of the Basic County Allocation of \$6,670.

Messinger explained to the committee that the reclassification of the Typist I/II to Clerk I was voted against by the Personnel Committee. Messinger said Human Resources reviewed this position and agreed that it should be changed to the Clerk I position. Schuler said this position is important.

### **Future Agenda Items**

HHS positions affected by the Positions Ordinance

Esler said there should be additional language in this budget referring to the BCA as referred to on page 10 of the budget book. Thelke said they will add additional language to the HHS budget referring to the BCA.

**MOTION:** Wolff moved, Kipp second, to tentatively approve the 2004 Operating Budgets for the Administrative Services Division in the Department of Health and Human Services. **Motion carried:** 6-0.

**Discuss and Consider Possible Amendments to the 2004 Operating Budget for the Departments of Veterans' Services, Senior Services, and Health & Human Services**

**Motion to Adjourn**

**MOTION:** Wolff moved, Kipp second, to adjourn the meeting at 3:46 p.m. **Motion carried:** 6-0.

Respectfully submitted,

Alicia Silva  
Secretary